


THE NAVAJO NATION

RUSSELL BEGAYE PRESIDENT
JONATHAN NEZ VICE PRESIDENT

MEMORANDUM

To: ALL Departments, Divisions, and Programs
The Navajo Nation

From: 
Pearline Kirk, Controller
Office of the Controller

Date: November 30, 2017

Subject: Notice of Office Closure

Please note the Office of the Controller staff will be attending their Holiday Appreciation Luncheon, hosted by Wells Fargo Bank, Wednesday, December 20, 2017, from 11:00 am to 3:00 pm.

The Office of the Controller will reopen for regular business at 3:00 pm.

Please plan accordingly. Your cooperation will be greatly appreciated. Thank you.

Distribution



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MEMORANDUM:

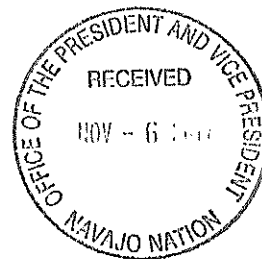
TO: Clara Pratte, Chief of Staff
Office of the President/Vice President

THRU : Natasha Damon, Senior Accountant *NAD*
General Accounting
Office of the Controller

FROM : *Pearline Kirk*
Pearline Kirk, Controller
Office of the Controller

DATE : November 6, 2017

SUBJECT : Request for Office Closure



As discussed with and authorized previously by Mr. Joshua Butler, then delegated Chief of Staff, on October 16th, we had proceeded with plans for this annual event for staff. This request is for staff to attend our Annual Office Holiday Luncheon on Wednesday, December 20, 2017 from 11 am to 3 pm. See attached draft of agenda and listing of staff members that will be attending.

Your review and favorable consideration of this request is greatly appreciated. Should you have any questions, please contact me at 928-871-6125.

(☒) APPROVED () DISAPPROVED:

Clara Pratte, Chief of Staff
Office of the President/Vice President

*Clara,
This indeed was
approved by me at
that time.
Thank you
J. Butler*